

SUMMARY OF IDP FORM CHANGES

Effective April 2004, revised January 2005

Area of Change	Old Form	New Form ¹
Probationary Rating Scales have changed.²	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Meets Expectations <input type="checkbox"/> High Performing
Annual Rating Scales have changed.³	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> High Performing
<u>Values, Trust and Integrity</u> is now a required competency.	Required: Business Knowledge, Computer Skills, (Group 3) Performance Management	Required: Values, Trust and Integrity, Business Knowledge, Computer Skills, (Group 3) Performance Management
For Group 3, objectives are suggested.⁴ If used, three to five are recommended.		The end of Section 2 (Functional Competencies) has an added page with two columns for Performance Factors/Objectives and Evaluation.
Section 3 has been streamlined. The old Part A with the training effectiveness rating has been eliminated.	Part A. Targeted Training Planned At Last Review Part B. Targeted Training related to Assessment of Competencies Part C. Individual Growth Plan	The new part A has boxes for 1) Planned Targeted Training, 2) Date and Type of Training Completed, and 3) Estimated Cost (optional). The new Part B has boxes for 1) Individual Growth Plan, 2) Date and Type of Training Completed, and 3) Estimated Cost (optional). This data must be transferred to the Training Database.

¹ Available on the DMB Employee Services web site at http://www.michigan.gov/dmb/0,1607,7-150-9137_14901---,00.html. Group 1 – DMB 931, Group 2 - DMB 932, Group 3 – DMB 933.

² For guidance in determining the rating scale, go to the forms section of the Civil Service web site at <http://www.michigan.gov/mdcs/0,1607,7-147--22736--,00.html> and review the BARS (Behaviorally Anchored Rating Scales) associated with the appropriate Civil Service Performance Management and Competency Evaluation Form. Group 1 – CS 1750, Group 2 – CS 1751, Group 3 Supervisor – CS 1752, Group 3 Manager – CS 1761. Use these forms for reference only.

³ See above.

⁴ When writing objectives, keep the acronym SMART in mind and ask these questions:

Specific: Is there a description of a precise or specific behavior / outcome which is linked to a rate, number, percentage or frequency?

Measurable: Is there a reliable system in place to measure progress towards the achievement of the objective?

Achievable: The objectives need to be stretching and agreed by the parties involved. With a reasonable amount of effort and application, can the objective be achieved?

Relevant: Can the people for whom the objective is set make an impact on the situation? Do they have the necessary knowledge, authority and skill?

Time Based: Is there a finish and/or a start date clearly stated or defined?